



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

Community Care Licensing Division – **Administrator Certification Section**
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VIA E-MAIL
October 30, 2015

**NOTICE to RCFE PROSPECTIVE ADMINISTRATORS
CHANGES IN LAW**

FREQUENTLY ASKED QUESTIONS

The Administrator Certification Section (ACS) has received numerous questions about the changes in law that will impact the administrator certification process. Following is a list of some of the questions that the ACS has received. We hope this information will help prospective administrators as they move through the various stages of the administrator certification process.

- Q: *Someone told me I cannot take the 40-hour RCFE course in January 2016, is this true?*
- A: Yes, effective January 1, 2016, all prospective RCFE administrators must take an 80-hour course – 60 hours must be taken in a classroom.
- Q: *So, can I still take the 40-hour RCFE course this year?*
- A: Yes, but keep in mind that taking the course this late in the year means:
- 1) You will not have the usual 60-days to take and pass the test;
 - 2) You may not be able to secure a slot to take the test;
 - 3) You will not be granted an extension to take the 40 question test in 2016; and
 - 4) Your vendor may not have time to offer make up sessions for any portion of the 40-hours that you have missed. Depending on if and when you can secure a make-up session, you still may not be able to secure a slot to take the test.
- Q: *If I take the 40-hour course, will I still be able to take the current exam?*
- A: The current State-Administered Examination consists of 40 questions. The last date this 40 question examination will be offered is December 23, 2015. For information on examination locations, see the ACS website at:
<http://www.cclcd.ca.gov/PG4796.htm>

- Q: *I have heard that there may be changes in how I sign up to take the exam – is this true?*
- A: Please see the Notice on Changes in the Administrator Certification Examination Process which is posted on the ACS webpage at: <http://www.cclid.ca.gov/PG4794.htm> ACS is implementing a new on-line registration process effective November 2, 2015. Prospective administrators will be **individually responsible for registering** to take the administrator examination so they can directly receive confirmation.
- Q: *When is the last day that I can take the test this year (2015)?*
- A: The last scheduled date for the current RCFE examination to be offered is December 23, 2015. For more information on testing dates and sites, see: <http://www.cclid.ca.gov/res/pdf/ACSTestSched.pdf>
- Q: *What happens if I do not pass the test by December 31, 2015?*
- A: Effective January 1, 2016, you will need to take the 80-hour RCFE ICTP course and the new 100-question exam.
- Q: *Is the Administrator Examination going to change next year (2016)?*
- A: Yes, effective January 1, 2016, the State-administered examination will consist of 100 questions. This will be an “open-book” examination based on Health and Safety Code section 1569 et. seq. (the RCFE Act) and California Code of Regulations, Title 22, Division 6, Chapter 8. ACS will provide copies of the laws and regulations for prospective administrators to use while taking the test.
- Q: *Who do contact if I have questions about the transition?*
- A: Your first contact should be your vendor. If your vendor is unable to answer your questions, he or she will refer you to the ACS.